# Manpower Information System Support Office 16/17

## MISSO 16/17 Mission:

Assist Reporting Units Commanders in the accurate reporting, problem resolution, quality control, and the retrieval of MCTFS manpower, personnel and pay information.

We provide support to:

197 Active Duty RUCs

314 Reserve RUCs

44 Higher Headquarter RUCs

# Manning Levels

- OIC – CWO-3 Mason
- SNCOIC – MSgt Kyle
- Three SNCO’s
- Seven NCOs
- Two Civilian Research Technicians
  - Ms Debbie Clark
  - Ms Paula Ladisheff

# MISSO 16/17 accomplishes our Mission in three ways

- 1. Answer questions from the field via phone and email.

  On average 150 Phone calls per day.

  On average 175 E-mails per day.

  Organizational mailbox: MISSO@mfr.usmc.mil

- 2. Site Visits to Field Units

- 3. Provide MISSO integrated workshops in Kansas City for Administrative Chiefs and Unit Diary personnel from units within the MISSO 16/17 Jurisdiction.

# Site Visits

- Make Site visits to units to observe Marines in their working environment and to identify their equipment capabilities.
- At the same time providing tutorial briefs and new software update awareness.
- Attempt to visit 65 sites per Fiscal Year.
- Schedule visits during “Off year” of MCAAT Schedule when possible.

# MISSO WORKSHOP

- Target audience is new arrivals and administrators within Marine Forces Reserve who are inexperienced with Reserve reporting requirements.

- Minimum of 1 Large Workshop per CY and 1 Small workshop per CY.

- Workshops are 2 days in length (2 days travel) and are unit funded.

# MISSO 16/17 Classes

**MISSO 16/17 provides the following classes and tutorials:**

- CAREER RETIREMENT CREDIT REPORT (CRCR)
- JOINS, TRANSFERS & DROPS
- ODSE REPORTS
- SITUATIONAL REPORTING
- SCHEMES
- VOLUME TRANSACTIONS
- SECTION MAINTENANCE
- TRECONS AND VCN ADVISORIES
- DOCUMENT TRACKING MANAGEMENT SYSTEM (DTMS)
- ELECTRONIC DFR
- ELSIG CONTROL
- MASTER ELSIGS
- ACCESSIONS (ECCO)
- INTELLIGENT FORMS
- TICKLER FILE
- MOBILIZATION
- QUICK REFERENCES
- WEB ORDERS

# Common Trends / Corrections

Trend.

- ROWS Component Code (Comp-CD)selection
  - Drop Down Menu provides incorrect Comp-CDs

Corrective Action

- Units select only Comp-CDs that Pertain to USMCR on ACDU
- Further educate units regarding Component Codes utilized in ROWS

# Common Trends / Corrections

## Trend.

- **Incorrect Component Code designated with transfer by Reserve Unit**
  **(TTC 881)**
  - **Reserve to IADT / TRNG (K1, K2, K3)**
  - **Reserve to ADSW (C4, C7, CD, CE, CF)**
  - **Reserve to AR (B1-B4, K6)**
  - **Reserve to PLC/OCS (KP/C9) (TTC 883)**
  - **Reserve to Mobilization (KM) (TTC 826)**
  - **Reserve to Regular (Augmentation “11”)**

## Corrective Action

- **Unit will verify and utilize Comp-CD listed on ROWS Orders**
- **MISSO 16/17 will continue cyclic audit of 881 transactions.**

# Common Trends / Corrections

## Trend.

- Transfer from ACDU vice RELACDU
  - Active Unit Transfers member to Reserve MCC

## Corrective Action

- Transferring Unit Runs Join Du and then RELACDU

# Common Trends / Corrections

## Trend.

- Incorrect reenlistments
  - ACDU Reenl ran on ADSW Reservist

## Corrective Action

- Release from ACDU, Rejoin Reserve unit, then Transfer to ACDU (Comp-CD 11).
- Augmentation for Reservist on ACDU run by MISSO only

# Common Trends / Corrections

## Trend.

- SRIP Bonus payment while ADSW / Mobilized
  - Members rate Bonuses' and/or Installments

## Corrective Action

- Reserve Unit contact MISSO for assistance

# Common Trends / Corrections

## Trend.

- Reserve Members Dropped to Desertion while on Active Duty (Mob'd, IADT, ADSW)
  - Still carried on Rolls of Reserve RUC

## Corrective Action

- Request HQMC / MFR identify Policy and Procedures for handling of Reservist on Active Duty "Deserters" (holding RUC?)

# Questions

**E-MAIL:** **MISSO@mfr.usmc.mil**

# Career Retirement Credit Reporting (CRCR)

# What is a CRCR?

- The CRCR is used to establish the years of Federal Service for a Marine Reservist.

- The CRCR tracks retirement points credited for:
  - *Inactive Points*
    - IDT, EIN/EIO, ATP/AFTP/RMP, MTU
    - Correspondence
    - Funeral Honors Duty
  - *Active Duty Points*
    - Paid
    - Unpaid
  - *Membership Points  (max of 15 pts per year)*

# Importance of a CRCR

- Missing or Incorrect information may effect:
  - Promotion
  - Reenlistment
  - Retirement
  - PME Schools
  - AR Program Status

MCTFS computes retirement points for current and prior years through UD reporting.

# Location of CRCR Information in MCTFS

- **RT07 Screen** – Career Retirement Credit Report
- **RT08 Screen** – Current Anniversary Year
- **RT09 Screen** – Prior Anniversary Year
- **S980 Remark** – Summary of each Anniversary Year
- **D980 Remark** – Detailed display of each Anniversary Year

# Anniversary Dates

- The “anniversary date” is the basis for all retirement data reporting.
- Established by the DOEAF.
- Anniversary dates DO NOT CHANGE unless there is a break in contractual service. (Civilian status)
- The anniversary date posted in MCTFS must be verified/corrected prior to reporting or correcting CRCR historical data.

# CRCR “C” Audit

CAREER RETIREMENT CREDIT RECORD 03/04/2004

SSN: 0012345678 NAME: MARINE, WANNA B
RUC: 88888 COMPANY CODE: 2 PRES-GRADE: E6 **RECSTAT: E** COMP CODE:
PLT CODE: 00HQ TRNGRP: A **R-RECSTAT: 0** RCOMP-CODE: KA

**ANNV: 20040520 PEBD: 19851201** DOB: 19690709 MAND: 00000000 **CERTDATE: 000000**

| **ANNIVERSARY YEAR** INCLUSIVE DATES | INACDU POINTS PD | NPD | COR | FHD | **MBR-SHIP PNTS** | TOTAL INACDU PNTS | INACDU PNTS CRED | **ACDU POINTS** PD | NPD | TOTAL PNTS CRED | **SAT YEAR** |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **20030520-00000000** | 023 | 000 | 000 | 000 | 15 | 0038 | 38 | 208 | 000 | 246 | NO |
| 20020520-20030519 | 052 | 000 | 000 | 006 | 15 | 0073 | 73 | 189 | 000 | 262 | YES |
| 20010520-20020519 | 000 | 000 | 000 | 000 | **99** | 0015 | 15 | 365 | 000 | 365 | YES |
| 20000520-20010519 | 000 | 000 | 000 | 000 | 15 | 0015 | 15 | **412** | 000 | **365** | YES |
| **19990520-20000519** | 028 | 000 | 000 | 000 | 15 | 0043 | 43 | 275 | 000 | 318 | YES |
| **19980312-19990519** | 045 | 000 | 021 | 000 | 15 | 0081 | 75 | 042 | 000 | 117 | YES |
| 19970312-19980311 | 041 | 000 | 000 | 000 | 15 | 0056 | 56 | 016 | 000 | 072 | YES |
| 19960312-19970311 | 039 | 000 | 009 | 000 | **14** | 0063 | 63 | 096 | 000 | 159 | YES |
| 19950312-19960311 | 039 | 000 | 004 | 000 | 15 | 0058 | 58 | 019 | 000 | 077 | YES |
| 19940312-19950311 | 013 | 000 | 000 | 000 | 15 | 0028 | 28 | 000 | 000 | 028 | NO |
| 19930312-19940311 | 000 | 000 | 000 | 000 | 15 | 0015 | 15 | 000 | 000 | 015 | NO |
| 19920312-19930311 | 000 | 000 | 000 | 000 | 15 | 0015 | 15 | 000 | 000 | 015 | NO |
| 19910312-19920311 | 000 | 000 | 000 | 000 | **00** | 0000 | 00 | 203 | 000 | 203 | YES |
| 19900312-19910311 | 000 | 000 | 000 | 000 | 00 | 0000 | 00 | 365 | 000 | 365 | YES |
| 19890312-19900311 | 000 | 000 | 000 | 000 | 00 | 0000 | 00 | 365 | 000 | 365 | YES |
| 19880312-19890311 | 000 | 000 | 000 | 000 | 00 | 0000 | 00 | 365 | 000 | 365 | YES |
| 19870312-19980311 | 000 | 000 | 000 | 000 | 00 | 0000 | 00 | **365** | 000 | **365** | YES |
| **19860312-00000000** | 000 | 000 | 000 | 000 | 00 | 0000 | 00 | **000** | 000 | **000** | NO |

----------COMPLETED----------

# Current, Prior, and Historical Years; an example

- The Marine's next anniversary date is: 20040316
- CURRENT anniversary year is then: 20030316-00000000
- The PRIOR anniversary year was: 20020316-20030315
- Retirement points accrued on or before 20020315 are considered HISTORICAL DATA.
- Historical data requires a CRCR Worksheet for correction.

# What is a Satisfactory Year?

A complete, continuous 365/366 day period...

During which a Marine earns at least 50 retirement points, using any combination of:

Inactive (IDT, FHD, EIN, EIO, ATP, RMP)

Correspondence points

Active (paid and unpaid)

Membership points

Reserve retirement eligibility is determined by number of Satisfactory Years performed.

# Marine's Responsibility

- Member is required to review their own CRCR for completeness and correctness.
- If corrections are required, the member will draw a black line through each incorrect item, write-in the correction, then initial each correction.
- The member must provide any external documentation to support a correction.
- Once corrections have been made and the member verifies CRCR is correct, the member will sign and date the CRCR. This is called "CRCR Certification".

# Unit's Responsibility

- The RUC will verify any suspected or identified discrepencies against documents on file (i.e., copies of DD Form 4, extensions, DD 1966, Page 3, and DD Form 214).

- Assist the member in retrieving source docs no longer on file at the unit (Reserve / Active LES', OMPF, National Records Center-StLMO)

- Once verified, the RUC will forward requests for correction of the CRCR
  to the appropriate authority using a CRCR worksheet.

- Once all requested/required corrections are completed, a new CRCR
  will be provided to the member for "CRCR Certification".

# Without a current CRCR Cert Date

- Reenlistments will not be approved.
- Composite Scores will not be calculated.
- Retirement points may not post to current and prior anniversary years.
- AFADBD will not be calculated correctly for periods of ADSW (including Mobilization).

# Who Inputs Corrections?

- CRCR Reporting:

  - **RUC** completes worksheet and forwards to one of the following:

  - **COMMARFORRES** inputs historical data for SMCR Marines.

  - **MCRSC** inputs historical data for IRR/IMA/MTU Marines.

  - **MISSO-17** inputs all data for AR Marines and ALL Reservists

    on periods of ADSW/Active Duty (excluding AT).

# Send the completed CRCR Worksheet

•POC's for CRCR corrections are listed below:

• **MARFORRES G-1:** (**504-678-8217**)
• inputs data on SMCR provided by the RUC.

• **MCRSC**: (Central Records section, **816-843-3386**)
• inputs data for IRR/IMA/MTU Marines.

• **MISSO 17:** (**816-926-5187 / 5188**)
• inputs all data for ANY Reserve Marines on Active Duty
• (ADSW, AR, EAD, IADT, Mobilized, RecAide).

• **CMC (MMSR-5):** verifies ANNIVERSARY date and CRCR changes,

• and makes any required corrections or contacts MISSO 17 for input.

•Unit must indicate:
•A POC and phone number at your unit

Manpower Information Systems Support Activity - Microsoft Internet Explorer provided by Marine Corps Systems Command

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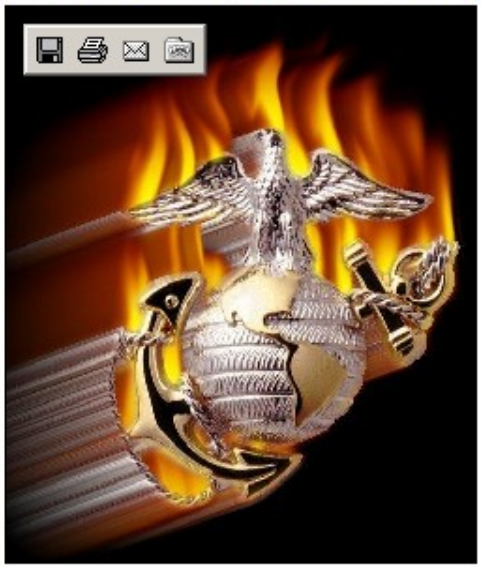
# MISSO-16/17 > Classes



MISSO Classes available at:

**MISSO 16/17 Classes**

Career Retirement Credit Report
Document Tracking Management System
Enlisted/Officer Accessions
Electronic Diary Feed Back Report
File Transfer(s) Using Reflection
Joins/Drops/Transfers
Mobilization Through UDMIPS
Operational Data Store Enterprise
Reference Cards and VCN Advisories (Version Control Number)
Trecon Presentation
UDMIPS - Creating Scheme(s)
UDMIPS - Section Maintenance
UDMIPS - Situational Reporting
UDMIPS - Ticklerfile
UDMIPS - Volume Transations
Web Orders

**Branch Heads**
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- :: From IAB
- :: From SMB
- :: From SMDB

**Misc**
- :: KC Info

Internet

Start Data Volume (D:) Microsoft PowerPoint - [C... Manpower Informatio... 12:00 PM

# Questions

**E-MAIL:** **MISSO@mfr.usmc.mil**